

**TITLE: Revision of State Approval of Teacher Education Review Process for
Provisional Unit and Program Reviews**

The Hawaii Teacher Standards Board approves the following revisions for provisional review of new State Approved Teacher Education Units and Programs effective immediately:

- A Letter of Intent must be submitted to the Board.
- US Department of Education guidelines for approval of new teacher preparation programs and Hawaii Department of Education shortage areas will be factored into the priority for the review of applications.
- After acceptance of the Letter of Intent, the applicant will be assessed the following fees prior to scheduling the review:
 - New unit: \$1,000
 - Each new license field: \$500
- A provisional review will be scheduled no sooner than six months but no later than 1 year from the Board's acceptance of the letter of intent
- All review materials must be submitted in electronic format as specified by the Board;
- Reviews will be conducted via HTSB's selected virtual platform;
- There will be one team assigned to review both the unit and all license fields.
- The provisional unit and license field review team will consist of a minimum of the following:
 - One HTSB staff;
 - One State Approved Teacher Education Program (SATEP) faculty member, who is from a Hawaii based SATEP or a reviewer for a national teacher education accrediting body;
 - One P-12 teacher who is licensed appropriately for each license field being reviewed.
 - Other personnel as appropriate
- New programs may not be implemented until they receive approval.

Rationale:

HTSB has taken steps to become self-sufficient. The cost of provisional SATE reviews must be factored into the process. The fee will go toward providing substitute teachers on the review team; the cost of the online platform used for the reviews; and cost of materials.

Submitted by: Terry Lynn Holck

Referred to: Teacher Education Committee